

OFA Diversity Council

Minutes of Meeting

August 1, 2001

Attendees: Stewart Remer, Dick Brooks, Maxine Hodges, Terri Bell, Michelle T. Moore, Helen Hurcombe, R.J. Dominic, Stan Lum, Stu Williams, Mary Ortiz, Barbara Marshall-Bailey, Dave Murdock

Video Conference: Barbara Booker Williams, Shirley L. Driver-Kinchen, Kelly Sandy, Harry Sawisch, Lois Arford, Ruby Baker, Amy Gibbs, Anita Holley

Opening: Stu Remer opened the meeting.

Minutes: Stu Remer asked if anyone had any changes to the minutes of the June 13 meeting – the minutes were approved. He then asked if anyone had received feedback from the distribution of minutes from previous meetings. Dave Murdock, Kelly Sandy, and Barbara Booker Williams stated that they had and that the feedback was positive.

AWS: Prior to the meeting, Council members were sent a copy of the Draft AWS plan developed by the Consistency Team. Stu Remer asked RJ Dominic to explain to the Council why they had taken on this assignment. RJ and Helen Hurcombe explained that various offices throughout OFA has its own plan with different beginning and ending times. These differences create problems as employees question why one office can do something and another isn't allowed to do the same thing.

The Team looked at several plans from different agencies: OPM, SBA, ASCs. This comparison helped them to develop to proposed draft. RJ explained that the proposed policy allows for most of the allowed plans except maxiflex. He explained that this plan was complicated. They weren't able to deal with night differential and there were no controls. He further stated that flexitour covers most of the maxiflex program but has time limits. At this point, MASC, EASC, and WASC stated that they have been using maxiflex for quite a while and that it worked well. They expressed that they would have a problem presenting a policy to their employees that didn't include a plan that was successfully working in their organizations. Stu Remer asked the ASCs to look at the draft to check and see if their plan wasn't included under flexitour or whether maxiflex needed to be worked back into the policy document.

Kelly Sandy stated that managers still needed to use their discretion as to what will work for their offices and keep in mind that office coverage needs to be considered. He pointed out that managers may have to explain why they say “no” once the policy is issued. Helen Hurcombe stated that the document provides structure and a framework that managers can use. Barbara Booker Williams asked if telework was figured into the draft policy and was told by RJ that it wasn’t because the telework policy hasn’t been issued.

Stu Remer asked Council members to review the draft policy and submit their comments to RJ by August 10. RJ will submit the comments to the Team for review and submission into the policy document. Rather than submit another draft to the Council, once the changes are incorporated into the draft policy, it will be submitted to Sonya.

Stu Remer asked managers if there was any plan that they didn’t think would work in their areas. Kelly Sandy and David Murdock both stated that the 4/10 option would not work. It was mentioned that someone in HR that is knowledgeable of the various options should review the draft plan. Stu asked Stan Lum to make sure a copy gets to the right person in HR.

SFA: Charlotte Melton reported that interviews on the Statement of Work (SOW) would take place this week. She thanked MASC, EASC, and CASC for the good comments that they provided on the questionnaire.

Charlotte has received two files from the NOAA Diversity Office – one file contains the names of supervisors and the second file contains organization names, NFC codes, and numbers of non-supervisory and supervisory positions. She is sending the files out for review and comparison with what OFA offices had provided earlier for their organizational reviews.

NOAA Corporate Training Council Update: Julie Scanlon presented an update on this Council’s activities. She explained that the Council was established by the OERB on April 4, 2001, and that membership consists of LO/SO representatives at the headquarters level. It was to establish a follow-up NOAA SES Training Program and develop a proposal for a NOAA-wide Leadership Program for GS 13/14/15. The program is currently called the Executive Leadership Instructional Training Experience (ELITE). Julie mentioned that it was suggested that the name ELITE be changed and she said that they are looking for suggestions on a name change. The Goals for this training are to:

- create a stronger corporate NOAA and strengthen corporate perspectives,
- identify potential future leaders of NOAA, and provide training and experience to allow them to reach their full potential,
- provide a broader understanding and experience of the organization as a whole,
- enable leaders to assume broader responsibility in an increasingly complex environment,
- expand substantive knowledge of NOAA's mission,
- strengthen communication in and across NOAA,
- provide instruction on leadership, team building, and instituting a culture of change, and
- provide an experience that allows one to value diversity of the workforce.

Julie explained that even though employees are accepted into this training, they are still in their regular jobs and that there are no promises that they will be placed in any other position. The training will provide better employees in current their positions and thereby make them more competitive for other positions.

She went on to describe the proposed structure of the program and the implementation process. There is still more that needs to be done before the program will be available.

Terri Bell suggested that there should be representation from the EEO Council on the NOAA Corporate Training Council.

Action Team Reports:

Customer Service Action Team – Chair: Bud Sawisch

Bud reported that the draft survey was being reviewed. It will be distributed to the Council members for their comments. Stan Lum said that a box was provided for each office and that they should look at the office specific information on the drop down to make sure it contains necessary information. The transmittal e-mail that is to be sent with the survey will also be distributed so that Council members will see the complete package.

Bud thanked Dave Murdock and Stan Lum for the worked they had done during his absence.

Stu Remer asked members to get their comments on the survey to Bud by August 17. He will then take the survey to Sonya.

Barbara Marshall-Bailey wanted to make sure that the survey doesn't conflict with the SFA and Stu said that this survey won't have a set time – customers will have to option of going to the website and complete the survey as services are provided.

Communications Action Team – Chair: Barry Meyer

Barry wasn't able to attend the meeting and sent an e-mail with information on the committees activities. The information stated that the Team had met on June 29 and took part in a live interactive demonstration of a Premiere Conferencing media that combined teleconferencing with an on-line interactive slide presentation. The Team is scheduling two more demonstrations – My.Placeware and WebEx Meeting Center.

The Team's next steps include completing the draft report/web design of an OFA "web based" newsletter and "bulletin board." The newsletter will be light hearted and human interest based, while the bulletin board will include OFA-wide announcements and a summary of ongoing/emerging hot issues, e.g., Congressional activity on the budget, important decision meetings, hearings, etc. It is estimated that the report will be provided for review no later than September 1.

Consistency Action Team – Chair: RJ Dominic

This Team has focused on the AWS Draft Policy document that was reported above.

Career Development Action Team – Chair: Mary T. Drake

Mary was unable to attend the meeting and sent information in an e-mail. Mary stated that Team had completed the draft Leadership Competency Development Program (LCDP). It is being reviewed and will be submitted to the Council for comments. She explained that there is a NOAA LCDP package being circulated and that the Team is waiting to see if the OFA package will be incorporated into the NOAA package.

She also reported that they were working on an OFA-wide Promotion package. Stu asked Stan Lum about this effort. He explained that the Team was looking at promotion policies across LOs to see what they do when and employee in a ladder position reaches their anniversary date – Is the promotion automatic or is there documentation needed for the promotion to be effective?

The Team is also looking at an OFA-wide IDP Program and reviewing the need for an upward mobility package for grades GS 7-12. The Team

believes that the review of an upward mobility package is their next priority and that they need to define target areas. Barbara Marshall-Bailey supports upward mobility positions and said that Diversity had received a number of applications for the position she advertised. She thinks that OFA needs some type of formal upward mobility program. Stu asked Stan Lum if he could obtain data on positions that don't require any particular type of education in one to two grade intervals and within a series in each FMC. The Team should follow-up with Barbara Marshall-Bailey. They should also review upward mobility positions that currently exist in other areas to see what we can pick up on. This should be a priority for the Team and they need to provide recommendations.

The final item was an OFA-wide Award package – more information will be provided at the next meeting.

Closing: Stu asked if there was any other issues for discussion. There were no further issues and the meeting was closed.

Next Meeting: Wednesday, September 12, 1:00 to 3:00 p.m., in Silver Spring. Arrangements will be made for a video conference.

Action Items:

- 1) Members are to review the Draft AWS Policy and submit comments to RJ Dominic by August 10.
- 2) Managers are to review the files that Charlotte Melton will be distributing and compare them to the information they have already submitted for the SFA workgroups. Reports are due back to Charlotte by August 20.
- 3) Bud Sawisch is to distribute the Draft Customer Survey. Once received, members are to submit comments to Bud by August 17.
- 4) Barry Meyer is to contact Jim Carter and discuss the Team's plan for the newsletter/bulletin board.